

**Minutes of the Bream Bay College
Board of Trustees
Held on 10th May 2023**

Selina welcomed everyone to the board meeting.

Meeting opened at: 6.08pm

Present: AndJ, AshM, (Zoom) BirA, BucW, GorS (Chair), PirN, PirW ScoE, WebB

Visitors:

Karakia:

Apologies: HarJ, SheJ

Moved: S. Gordon

Seconded:

Presentation: HOD PE & Health: Daniel Harrington

Conflict of Interest: Nil

BOT 'to do' list

Workplan adjustment –

Confirmation of Agenda Items/Workplan adjustment

Decisions/Motions:-

Topic:	PE Health presentation		
Discussion:	Daniel talked through his PE and Health presentation.		
Actions to be taken / motion	Discussion took place. Wish list		
	<ul style="list-style-type: none"> • New Gym • Full size hockey turf • Shade cover overall 		

	<ul style="list-style-type: none"> • Weather courts • Surfing academy (attracting overseas students, billeting) • How far down the track are you with the logistics. What's the next step. • How do we make it happen? • Make a plan, finances, funding, water safety <p>Daniel to come up with a plan to present to the board by mid year 2023 for 2024 onwards. No issue with intent but its still must be viable for the timetabler's.</p> <p>Discussion took place.</p> <p>Thank you Dan for your enthusiastic presentation.</p>		
Moved Seconded	Moved: Seconded:	Results Agreed	

Moved out of general to enter in-committee at 7.05pm

Moved back into general at 7.34pm

Topic:	Decisions		
Discussion:			
Actions to be taken / motion			
Moved Seconded	Moved: Seconded:	Results Agreed	

Workplan

Topic:	Term 1 Analysis		
Discussion:	Wayne reported on the Term 1 Analysis results. A full discussion took place. Wayne to check with Deans the number of trips students are taking out of school vs attendance in school. Wayne would like to see rapid interventions on behaviour and attendance as the focus.		
Actions to be taken / motion			

Moved Seconded	Moved: Seconded:	Agreed	
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Topic:	20230413 BBC HA Block Alts - Issue P02		
Discussion:	Noted.		
Actions to be taken / motion			
Moved Seconded			

Topic:	Building Warrant of Fitness folder		
Discussion:	<p>Wayne advised that the Council will not give us code of compliance until we had a building warrant of fitness. Confirmed staffing and funding is due May 15th.</p> <p>Naming of the blocks Outcome Selina has approached Kit to come down and cut the ribbon and his name will be on the plaque. Bev to send him a letter with the date of the opening.</p> <p>Handover 29th may – need a blessing – not 100% sure it will happen Furniture arrives 11th and sitting in place by Friday. NPM – Lighting for artwork arrives Monday – a week to a week and half to put it up. Opening cant happen until artwork is up.</p> <p>Blessing after 6pm as it will be dark.</p> <p>Opening will disrupt another day of schooling but could do it later in the day. Invitations to:</p> <ul style="list-style-type: none"> • Architect • Engineers • NPM • MOE • Property people of MOE • Community • Emily Henderson MP 		
Actions to be taken / motion	Wayne to talk with SLT re opening and suggesting 4/5pm blessing. Make a plan regardless of date Proposed date 6 th June @3.30pm		
Moved Seconded			

Topic:	Bream Bay College_Indicative_Confirmed_2023		
Discussion:	Noted.		
Actions to be taken / motion			
Moved / Seconded			

Break: pm
Reconvened: pm

Topic:	Principals Report		
Discussion:	<p>Discussion took place about spending funds on playground equipment and/or covering the courts. Survey students for their feedback.</p> <p>Q: Is the money better spent on covers for an outside covered area. Outcome: Get a quote from shade systems for a covered area over the hockey turf.</p> <p>5YA: Green boxes: On timeline Orange boxes: Falling behind Red boxes: Behind schedule</p>		
Actions to be taken / motion	Wayne to get a quote for a shade cover to go over the turf from shade systems	BucW	
	Moved that the principals report be accepted.		
Moved / Seconded	Moved: W.Buckland Seconded: E. Scobie Jennings	Results Agreed	

Topic:	Financial Report		
Discussion:			
Actions to be taken / motion	<p>Moved the Direct credits March 2023 as follows:-</p> <p>March 2023</p> <p>Direct Credits: ASB: 662493-662928 ASB F&E account: 662780 TNG payments: 662606 Westpac payments: Nil</p>		
Moved / Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic	March 2023		
	<ul style="list-style-type: none"> • Payroll Journal 344946 \$39,963.64 week ending 7/3/23 PPD 25 • Payroll Journal 345185 \$49,442.12 week ending 21/03/23 PPD 26 		
Discussion:			
Actions to be taken / motion	Moved that Journals for March 2023 be passed for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Fuel Card – Star Card		
Discussion:	March 2023		
Actions to be taken / motion	March 2023 Moved that the BP Fuelcard for \$559.19 for January 2023 be approved for payment. Moved that the Z Fuelcard for \$\$482.30 for Feb/Mar 2023 be approved for payment.		
Moved Seconded	Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Air NZ Travel Card		
Discussion:	March \$557.20 (Hort Conf PD)		
Actions to be taken / motion			
Moved Seconded	Moved: S.Gordon Seconded:	Agreed	

Topic:	Visa Card transaction		
Discussion:	Visa Card Statement's for card numbers 8106, 6003, 7419 & 2877 for January & February 2023		
Actions to be taken / motion	Moved the Visa Card for March 2023 for:- 8106 for \$ 1,385.50 (W.R. Buckland) 6003 for \$ 2,438.99 (K.Sandford) 7419 for \$ 0.00 (M.Bayer) 2877 for \$ 0.00 (S.Brown)		
Moved Seconded	Moved that the Visa Card 8106, 6003, 7419 & 2877 for March 2023 for payment. Moved: S.Gordon Seconded:	Results Agreed	

Topic:	Finance		
Discussion:	The FSC meeting was held prior to this meeting and Nick talked to the draft.		
Actions to be taken / motion			
Moved Seconded	Moved that we proceed with the generator repair. Moved that we increase the capital works contingency by \$20,000. Moved: S.Gordon Seconded: Moved: S.Gordon Seconded:		

Topic:	Inwards /Outwards Correspondence		
Discussion:	Inwards Correspondence: 1. Nil		
Actions to be taken / motion	Moved that the Inwards correspondence be accepted and the Outwards correspondence be approved.	Results	
Moved Seconded	Moved: Seconded:	Results Agreed	

Topic:	Minutes of the last meeting dated 5th April 2023		
Discussion:			
Actions to be taken / motion	Moved that the minutes of 5 th April 2023 be confirmed as a true and correct record.	Person(s) Responsible	
Moved Seconded	Moved: J. Andrews Seconded: W. Pirihi	Results Agreed	

Topic:	Amendments to minutes		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Matters Arising		
Discussion:			
Actions to be taken / motion	Update website re: BOT start time: Bev organised for the website to be updated.	WebB	

	Feedback from Wi regarding the naming of the Science block was fed back	PirW	
Moved Seconded		Agreed	
Topic:	General Business		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Agenda setting for next meeting		
Discussion:			
Actions to be taken / motion			
Moved Seconded		Agreed	

Topic:	Triennial Plan		
Discussion:	<ul style="list-style-type: none"> • Governance policies • Accelerated Learning • <p>Apologies for no H&S report – Sandra off with covid</p> <p>Principal appointment: powhiri</p> <p>The names of the DPs attending the board meetings have been added to the bottom of the Tri Plan.</p>		
Actions to be taken / motion			
Moved Seconded		Agreed	

Karakia:

Meeting finished at 9.46pm

Next BOT meeting 14th June 2023

X



S. Gordon
Chairperson

Date: 14th June 2023